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Lucas County Information Services Checklist for Hardware/Software/Services

Department:	Sheriff's Office	Requestor:	Kevin Helinski
Funding Account & Description	1010-1660-530100	Req. Date:	February 16, 2016
Vendor:	MT Business Technologies, Inc.	Type of Request (check all that apply):	
<input type="checkbox"/> State Term Contract ID		<input checked="" type="checkbox"/> HW <input type="checkbox"/> SW <input type="checkbox"/> Services/New	
		<input checked="" type="checkbox"/> Purchase <input type="checkbox"/> Lease <input type="checkbox"/> Subscription	
		<input type="checkbox"/> Services/Support Renewal <input type="checkbox"/> Original Purchase Date	
Description or Nature of Request and for whom this is intended:	Sheriff's Office is requesting to purchase one Ricoh Aficio MP 301SPF Copier/Printer. The copier/printer will be used in the Professional Standards/Training section.		

Hdw/SW/Service Item Descr	Quote #	Wrnty Term	Qty	Unit Cost	Support Cost	Total Cost
Ricoh Aficio MP 301SPF Copier/Printer	January 25, 2016		1	\$ 1,136.00	\$ 0.00	\$ 1,136.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00
			0	\$ 0.00	\$ 0.00	\$ 0.00

Total Request \$ 1,136.00

**Lucas County Information Services
Checklist for Hardware/Software/Services
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Planned Location: Other	If Other please specify: Copier/Printer
Network Connection Required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
LCIS installation assistance needed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date:
LCIS on-going support required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
ITB or RFP completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
LCIS Management review completed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Exclusion
DP Board Approved?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Exclusion
DP Board Date of Approval:	

Business Reason or Justification:

Copier/Printer is required for the department.

Comments:

Reviewed and prepared by Jeremy Burnat.
Reviewed and approved by Jason Gears.

LCIS
Approver
Name

Jason Gears

LCIS
Approver
Signature

[Signature]

Date

2/16/2016



SHERIFF JOHN THARP

LUCAS COUNTY

1622 Spielbusch Avenue • Toledo, OH 43604-5330

Courthouse Office: 419-213-4784
Records/Dispatcher: 419-213-4941
Corrections Center: 419-213-4924

February 12, 2016

Emergency : 9-1-1
Fax: 419-255-3096

Jeremy Burnat
Lucas County Information Services
One Government Center, Suite 600
Toledo, OH 43604

Subject: Purchase of Ricoh Aficio MP 301SPF Copier/Printer

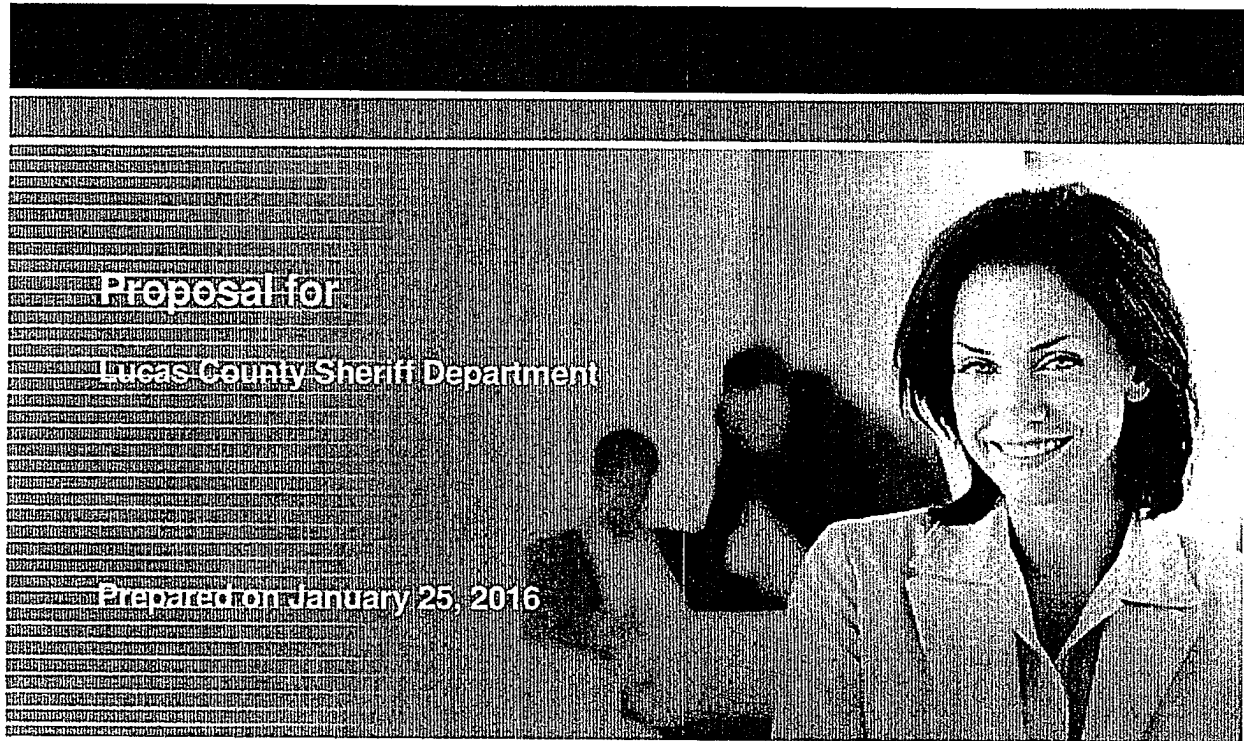
Dear Mr. Butler:

I am requesting the purchase of one (1) Ricoh Aficio MP 301SPF Copier/Printer. This unit will be used in our Professional Standards/Training section. Initially, this unit will be a stand-alone unit used by Sherry Stearns-Samson, but we may eventually network this unit to other employees in that section.

The unit is quoted at \$1,136.00. Funds will be utilized from the Sheriff's Equipment Account 1010-1660-530100. A copy of the quote is attached.

Sincerely,

Kevin Helminski
Director of Finance & Operations
Lucas County Sheriff's Office



Proposal for

Lucas County Sheriff Department

Prepared on January 25, 2016



**Proposal prepared for Lucas County Sheriff Department
on Monday, January 25, 2016**

Option 1

Equipment Detail

Ricoh Aficio MP 301SPF – 31 page per minute b&w system

Mainframe includes Legal Size Platen, 250 Sheet Paper Tray, 100 Sheet Bypass Tray, 1 GB RAM Memory and 50 Sheet ARDF, Copy, Scan, Print, G3 Fax capabilities and true Adobe PostScript3.

Installation & Training

Installation Charges (Includes Installed Accessories)

Included

System Training

Included

Maintenance Terms

Service Agreement	Term	Cost Per Impression
Black & White	Monthly	\$0.015

MT Business Technologies, Inc.'s exclusive Quality Standard Maintenance Program includes all service, all parts and all supplies (except paper and staples) that are needed to make impressions. You never pay extra for toner or developer. You will also receive our exclusive "Performance Guarantee".

Financing Terms

Option	Payment
Purchase Price	\$1,136.00

Continued



MT Business Technologies' Service Policy

- MT Business Technologies guarantees replacement parts for seven years.
- MT Business Technologies guarantees we will respond to an emergency call with a factory trained technician within 4 hours of the call being placed.
- MT Business Technologies will provide you a loaner system in the event that your system cannot be repaired at your location in a reasonable time.
- MT Business Technologies guarantees a like for like replacement system for you at no charge if we cannot maintain your system to the manufactures specification.
- Incented Technical Specialists will fix the problem right the first time and eliminate call back on the same problem or a call back on a worn part right after a service call.
- Includes all service, all parts and all supplies (except paper and staples) that are needed to make impressions. You never pay extra for toner or developer.

Once again, thank you for the opportunity to present this proposal. I look forward to addressing your questions and establishing a long-lasting business relationship between your company and ours.

**Lucas County Sheriff's Office
Purchase Request**

Name Shirley Simon Phone 4385 Section Training/Stocks Date 2-11-11

Vendor _____ Vendor Phone _____ Vendor Contact _____

Quantity	Description	Stock Number	Price
1	Kyocera 213410 M2535 D11 6x4/4x5 Black/White		

We talked about this
before I left for training.
Carl Surprenant didn't have
the info on the Detective
Copier.
But this is the
info for it.
Thanks Shirley
4385

Briefly Explain the Need for the Above Items:

Needed for training backgrounds for Recruit 3D & Air line, need
equipment that will be capable of printing high volume & scanning
documents to file as well.

Section Supervisor [Signature]

Date 2/12/11

Division Head _____

Date _____

Sheriff [Signature]

Date _____

***This request must be signed by Section Supervisor and Division Head before being submitted to the Sheriff for approval**